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**Microsoft® File**

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**Data Management Program**

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**Quick Reference Guide**

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**For Apple® Macintosh™**

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# Microsoft File

## Quick Reference Guide

This guide presents procedures for some basic Microsoft File tasks. If you don't understand the basics about computer filing systems, read "Before You Begin" and "Learning File" in your manual. Also refer to your manual for more information on these and other Microsoft File tasks.



# Starting and Quitting

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## To Start File and Open a Datafile

Before you start File, make a copy of the master disk. Then:

- 1** Put your copy of the File disk into the disk drive.
- 2** Double-click on the icon for the datafile you want to work on.
- 3** Insert the File master disk when Macintosh asks for it, and then reinsert your copy.

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## To Quit File

- Choose Quit from the File menu.

You don't have to save your datafile before you quit because File saves datafile information for you as you type it in.

If you made changes to the form or report you were using with the datafile, File asks if you want to save them with your datafile. Click the Yes or the No button accordingly.

# Entering Information

## To Create a Datafile

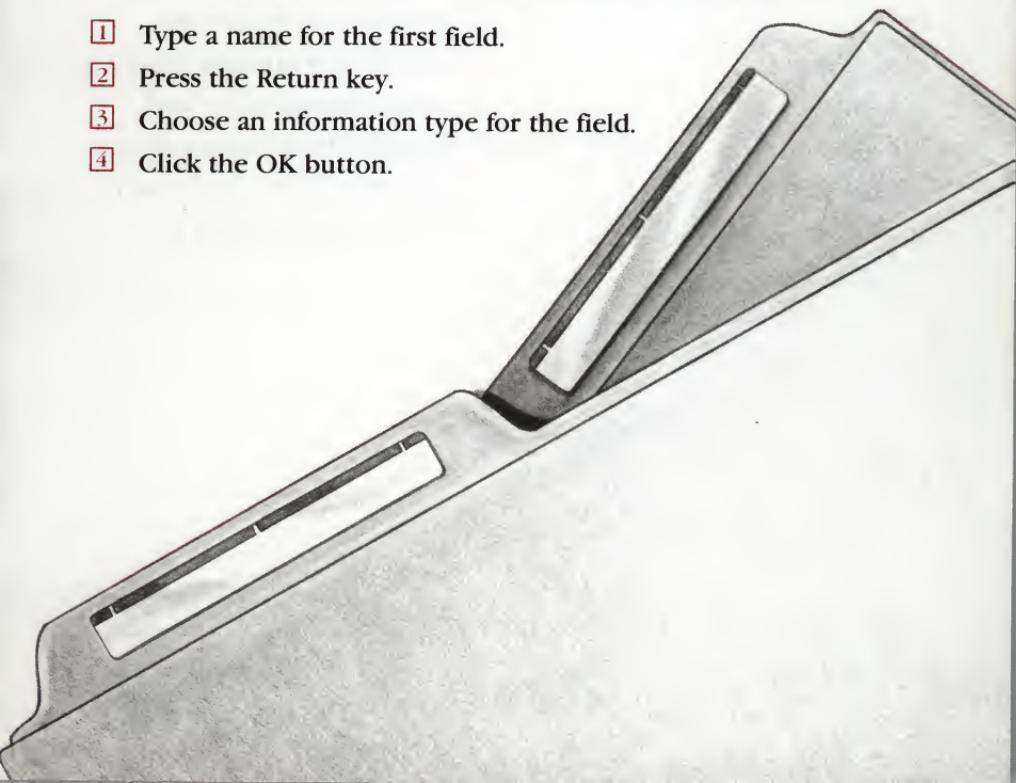
If you started File:

- 1 Type a name for the datafile.
- 2 Click the New button.

If you are already using a datafile and want to create a new one, make sure the datafile window is active and choose New Datafile from the File menu before following the procedure above.

Then, in the form window, create the form for the datafile:

- 1 Type a name for the first field.
- 2 Press the Return key.
- 3 Choose an information type for the field.
- 4 Click the OK button.



## To Add a Record to a Datafile

- ① Scroll to the end of the datafile window.
- ② Click in a field in the New record.
- ③ Type your information.
- ④ Press the Return key.

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## To Move Around in the Datafile Window

This key:	Moves the selection to the:
Return (or Tab)	Next field
Shift - Return or Shift - Tab	Previous field
Enter	First field in next record
Shift - Enter	First field in previous record
⌘ - Enter	Same field in next record
Shift - ⌘ - Enter	Same field in previous record
Option - Enter	Record one screenful down
Shift - Option - Enter	Record one screenful up

## Working in the Datafile Window

*Click to select a record.*

*Double-click to change views.*

*Click to edit or select text.*

		Good Restaurants			
	name	city	rating	cuisine	
1	The Eagle's Nest	Anchorage	2	Continental	Who
+/-	The Golden Crow	Phoenix	3	American	In
3	Yamato Suki Restaurant	San Francisco	2	Japanese	Se
+/-	Al Carter's	St. Louis	3	Italian	The
5	The Five Seasons	New York	4	American	Not
6	Henry VII Restaurant	St. Louis	2	English	Del

20/20

*Total records in datafile.*

*Records now in datafile window.*

## To Edit Information in a Datafile

- To replace information, select it and retype.
- To delete information select it and choose Cut from the Edit menu.
- To copy information, select it and choose Copy from the Edit menu. Then, select an insertion point and choose Paste from the Edit menu.
- To see more information in a field, drag to the right or left.
- If you make a mistake, choose Undo from the Edit menu.
- To delete a record, select the entire record and choose Cut from the Edit menu.

# Designing Forms

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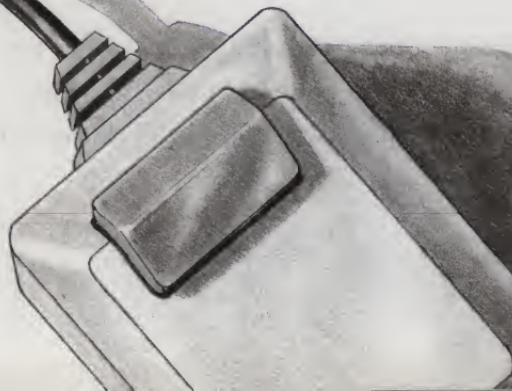
## To Add a Field to the Form

- 1 Choose Show Form from the Form menu.
- 2 Select the New field.
- 3 Type a name for the field and press the Return key.
- 4 Choose an information type for the field.
- 5 Click the OK button.

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## To Change the Form's Design

How a form looks, depends upon whether List Helper is checked on the Form menu. List Helper arranges fields in columns that automatically adjust when you size and move them. When List Helper is not checked, you can change each field separately.



## List Helper checked

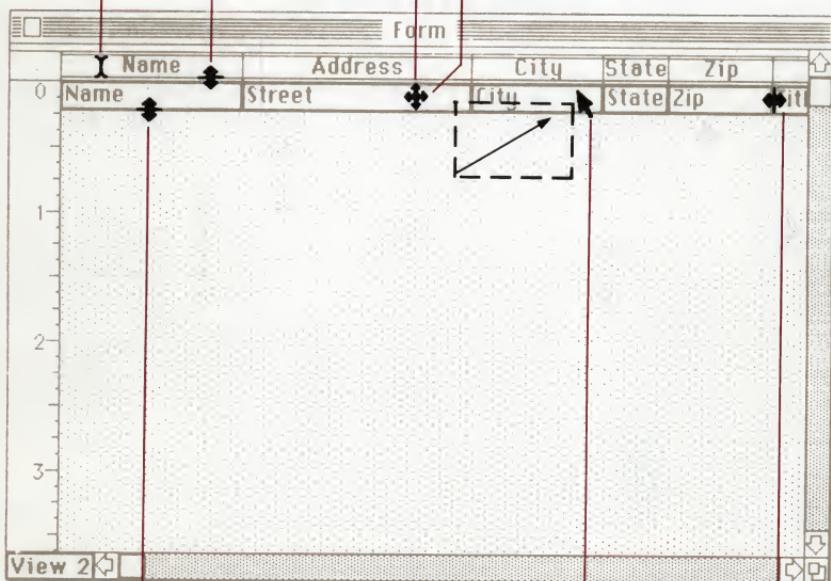


*Click to edit heading.*

*Drag to hide or show headings.*

*Click to select field (drag to move).*

*Double-click to format field.*

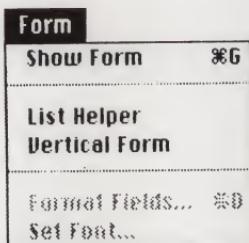


*Drag to size all fields vertically.*

*Drag to select more than one field.*

*Drag to size field horizontally and adjust adjoining fields.*

## List Helper unchecked



*Drag to size ruler and record numbers.*

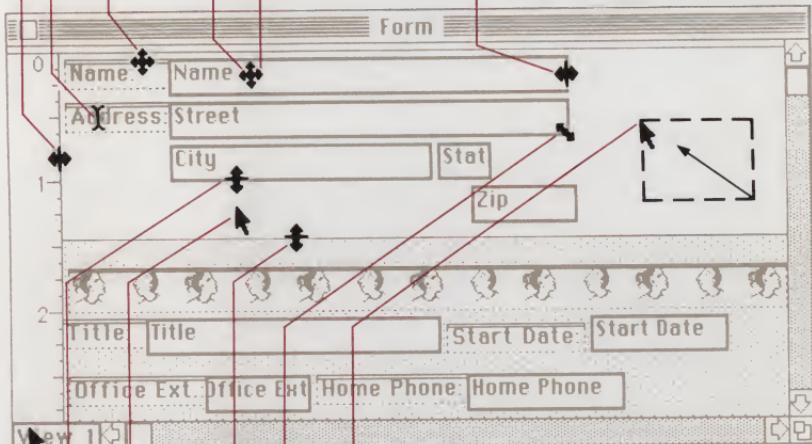
*Click to edit label.*

*Click to select label (drag to move).*

*Click to select field (drag to move).*

*Double-click to format field.*

*Drag to size field horizontally.*



*Drag to select more than one field or label.*

*Drag to size field both horizontally and vertically.*

*Drag to move hide area up or down.*

*Click to select insertion point for a label.*

*Drag to size field vertically.*

*Click to change views.*

# Finding Information

## In the find

window, you type:

### File finds:

### But not:

<i>Lee, Don</i>	Lee LeeAnn Don Donald	Lorilee Sheldon
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<i>=Lee, Don</i>	Lee Don	LeeAnn Donald
------------------	------------	------------------

<i>&lt;&gt;50 or &gt;&lt;50</i>	49 51	50
---------------------------------	----------	----

<i>&gt;J</i>	King Matthews	Engstrom Jacobs
--------------	------------------	--------------------

<i>&lt;8/28/82</i>	9/12/79 6/4/82	8/28/82 4/9/84
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<i>&gt;=J</i>	Jacobs King	Bader Engstrom
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<i>&lt;=8/28/82</i>	8/28/82 9/12/79	4/9/84
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<i>C..W</i>	Clare Gene	Bernice William Yvonne
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<i>*West*</i>	Northwest Western westward	Northeast Southeast
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<i>323?001</i>	3235001 3238001	4235001 3238002
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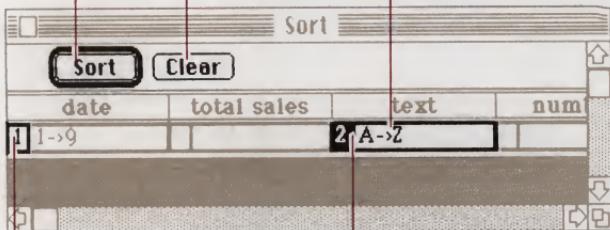
# Sorting Information

Choose the Sort command from the Organize menu to display the sort window. In the sort window, you click to sort Text fields alphabetically, Number fields numerically, and Date fields chronologically.

*Click the Sort button to start the sort.*

*Click the Clear button to clear all sort information.*

*Click to change to Z-A. Click again to change it back.*



*To change the sort order, select a sort order number and retype (the other numbers will adjust).*

*Click in the box to specify the sort order.*

# Designing Reports

## To Create a Report

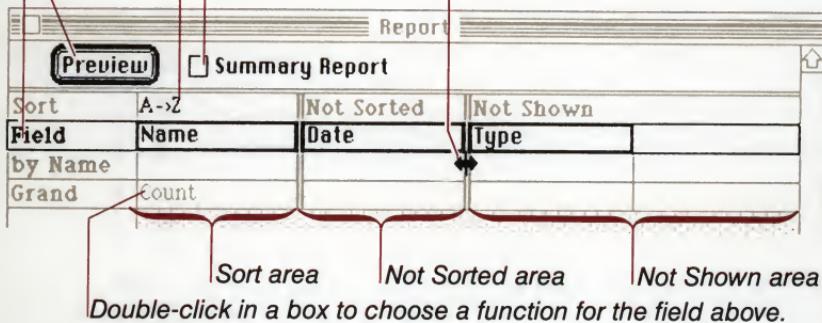
*Move fields by dragging from this row only.*

*Click the Preview button to see how your report will look when printed.*

*Click to change to Z-A. Click again to change it back.*

*Click to create a summary report.*

*Drag to size a column.*



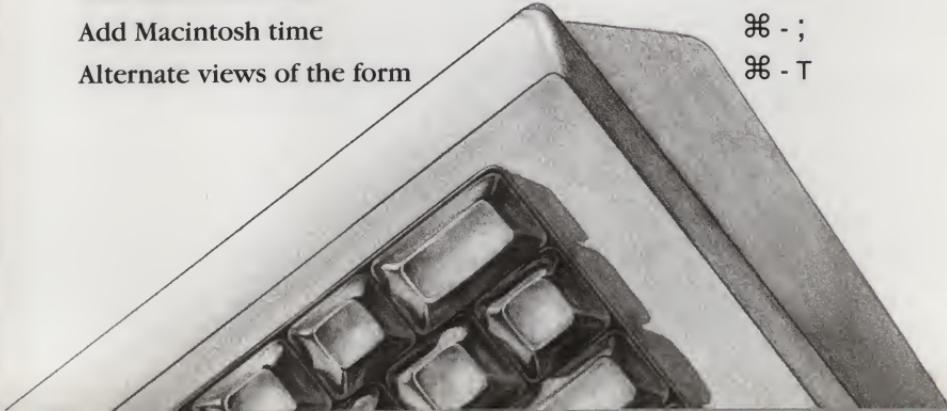
Move fields you want sorted in the report into the Sort area. Move fields that will make up the rest of the report into the Not Sorted area. In the Not Shown area, put fields you do not want to include in the report.

## To Print a Report

- 1 Make sure the report window is active.
- 2 Choose Print from the File menu.
- 3 Choose from the available options.
- 4 Click the OK button.

# Choosing Commands from the Keyboard

About Microsoft File (Help)	⌘ - ?
New	⌘ - N
Open	⌘ - O
Close	⌘ - W
Print	⌘ - P
Quit	⌘ - Q
Undo	⌘ - Z
Cut	⌘ - X
Copy	⌘ - C
Paste	⌘ - V
Select All	⌘ - A
Show Form	⌘ - G
Format	⌘ - D
Find	⌘ - F
Sort	⌘ - S
Report	⌘ - R
Add value from same field, previous record	⌘ - '
Add Macintosh date	⌘ - --
Add Macintosh time	⌘ - ;
Alternate views of the form	⌘ - T





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